



1450 Halyard Drive, Suite 6
West Sacramento, CA 95691
www.deltaconservancy.ca.gov

***Request for Approval to Enter into a Contract, not to exceed \$371,000,
to Implement the Fish Friendly Farming Certification Program in the Delta***

Scope of Work

1. TASKS

The Contractor shall complete the following tasks:

Task 1. Project Management

- A. Provide all technical and administrative services as needed for project completion; monitor, supervise, and review all work performed; and coordinate budgeting and scheduling to ensure the project is completed within budget, on schedule, and in accordance with approved procedures, applicable laws, and regulations.
- B. Notify the Delta Conservancy Contract Manager at least twenty (20) working days in advance of upcoming meetings, workshops, and trainings.
- C. Develop and update appropriately a detailed project schedule, including key project milestones, and submit to the Delta Conservancy Contract Manager.
- D. Conduct periodic and final site visits with the Delta Conservancy Contract Manager and the State Water Board Grant Manager.
- E. Conduct pre-, during, and post-construction photo monitoring at the project site and submit the photos electronically to the Delta Conservancy Contract Manager. Photo documentation must be completed per photo monitoring guidance from US EPA, United States Department of Agriculture, or other methodology approved by the Delta Conservancy Contract Manager. Photo guidance may be found at:
https://www.epa.gov/sites/production/files/2016-06/documents/chapter_5_may_2016_508.pdf, and
http://www.waterboards.ca.gov/water_issues/programs/swamp/docs/cwt/guidance/4214a.pdf.

Task 2. General Compliance Requirements/Project Effectiveness and Performance

- A. Identify the stream reach and all twelve (12)-digit Hydrologic Unit Code sub watersheds (HUC-12s) that are affected by the project and provide the list to the Delta Conservancy Contract Manager. No funds will be disbursed prior to compliance with this specific task.
- B. Prepare and submit an updated Project Assessment and Evaluation Plan (PAEP) which describes the manner in which the project performance will be assessed, evaluated, and reported to the Delta Conservancy Contract Manager for approval. The PAEP shall detail

the methods of measuring and reporting project benefits. Implementation of any monitoring and performance assessment and/or evaluation actions shall not occur prior to PAEP approval by the Delta Conservancy Contract Manager.

- C. Prepare and submit annual load/concentration reduction reports to the Delta Conservancy Contract Manager using the CWA 319(h) Nonpoint Source Pollution Reduction Project Follow-Up Survey Form. Projects protecting, restoring, or creating streams, shorelines, or wetlands must report an annual accounting of the acres of wetlands restored or created, feet of stream bank and shoreline protected, and feet of stream channel stabilized.

Task 3. Permitting and Environmental Compliance

- A. Complete documentation required under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) for the proposed implementation project. Take all required steps to prepare and assist the Delta Conservancy to certify the required CEQA/NEPA document(s).
 - i. Submit the draft CEQA/NEPA documents to the Delta Conservancy Contract Manager for comment, if applicable.
 - ii. Submit the final CEQA/NEPA documents to the Delta Conservancy Contract Manager.
 - iii. Obtain written confirmation from the Delta Conservancy Contract Manager that the State Water Board has made the necessary environmental findings and concurred that implementation/construction may proceed.
- B. Provide required information to the Delta Conservancy to obtain all public agency approvals, entitlements, or permits required for project implementation before field work begins. Obtain adequate rights of way for the useful life of the Project. Submit a list and signed copies of such approvals, entitlements or permits to the Delta Conservancy Contract Manager.

Task 4. Technical Advisory Committee (TAC)

- A. Continue prior work begun outside the scope of this contract to establish a Technical Advisory Committee comprised of representatives from entities such as the Central Valley Regional Water Board, National Marine Fisheries Service, Natural Resources Conservation Service, County Agricultural Commissioners, Sacramento Valley Water Quality Coalition and San Joaquin County and Delta Water Quality Coalition (Water Quality Coalitions), and other applicable agencies within the Delta. Submit a Microsoft Word file that lists TAC members, their organizational affiliation, and their roles and responsibilities to the Delta Conservancy Contract Manager.

- B. Conduct a minimum of three (3) TAC meetings to review and prioritize proposed BMPs, WQIP, and budgets, and determine priorities for implementation of BMPs. Submit the agendas, meeting minutes, and list of attendees to the Delta Conservancy Contract Manager.

Task 5. Fish Friendly Farming (FFF) Program Outreach and Enrollment

- A. Review Delta water quality monitoring data from the U.S. Geological Survey, Surface Water Ambient Monitoring Program (SWAMP), Irrigated Land Program, California Environmental Data Exchange Network (CEDEN), and Interagency Ecological Program.
- B. Identify high priority outreach areas of the Delta where pesticides have been detected and submit a list and map of the areas to the Delta Conservancy Contract Manager.
- C. Prepare an advertisement to solicit enrollment in the FFF Program for distribution to agricultural organizations including the Water Quality Coalitions, county farm bureaus, grower associations, and other state and federal agencies to include in their newsletters, on their websites, and to distribute at their meetings. A draft advertisement must be provided to the Delta Conservancy Contract Manager for approval prior to distribution. Submit an electronic version of the final advertisement, in (.pdf format), or another format to be approved in advance by the Delta Conservancy Contract Manager.
- D. Solicit enrollment in the FFF Program by distributing the advertisement to the entities indicated in Task 5. C.
- E. Develop, in coordination with the Water Quality Coalitions and Delta Conservancy Contract Manager, a focused mailing list of owners and operators near the areas where pesticides have been detected.
- F. Mail introductory letters about the FFF Program and enrollment information to the mailing list developed in Task 5. E. Submit the mailing list in a Microsoft Excel file and the introductory letter in a Microsoft Word file to the Delta Conservancy Contract Manager.
- G. Enroll individual owners/operators with their properties (enrolled property) for a collective minimum of ten thousand (10,000) acres in the FFF Program. Submit to the Delta Conservancy Contract Manager a list of enrolled properties, identifying for each total acres, irrigated acres, and parcel number.
- H. Prepare maps for each enrolled property including aerial photography, topography and soil maps. Submit electronic copy of maps for each enrolled property to the Delta Conservancy Contract Manager.

Task 6. FFF Workshops

- A.** Conduct a minimum of three (3) workshops with owners/operators of enrolled properties to review the BMPs, procedures for site assessment, and how certification is carried out for each property.
- i. Submit copies of the workshop announcements in Microsoft Word or other electronic format approved in advance by the Delta Conservancy Contract Manager and a list of attendees to the Delta Conservancy Contract Manager.
 - ii. Develop and provide printed FFF BMP Workbook and Farm Plan Template to the owner/operator of each enrolled property, and to the Delta Conservancy Contract Manager.

Task 7. Site Assessments and Farm Plans

- A.** Conduct site assessments on all enrolled properties identified in Task 5. G. Site assessments for each enrolled property shall review, document, and map the conditions, listed in i to iv below.
- i. Existing sediment sources on the entire property including farm roads, water management systems, ditches and creeks, farm fields, and sediment discharge flow drainages;
 - ii. On-farm habitat and invasive species;
 - iii. Water supply and water conservation practices including determining the irrigation schedule and irrigation volumes;
 - iv. Chemical uses, mix and load, backflow control system, application methods, return flow water, sediment management, and integrated pest management; and
- B.** Complete Farm Plans for all enrollees using the FFF Farm Plan Template by incorporating the assessments in Task 7. A and any plans developed under the Irrigated Lands Regulatory Programs. Farm Plans are to be maintained at the Contractor's office and on each property only, and shall include:
- i. Maps of irrigated fields with surface and groundwater diversion and drainage features, chemical storage sites, roads including stream crossings, habitat areas and invasive plant species, and photo monitoring points
 - ii. Current BMPs and/or Water Quality Improvement Projects (WQIPs)
 - iii. Potential BMPs and/or WQIPs
 - iv. Timeframe for implementing each BMP and/or WQIP
- C.** Submit the current and potential BMPs and timeframe for implementing each BMP and /or WQIP to the Conservancy Contract Manager.

- D. Provide a matrix in a Microsoft Excel file, of enrolled sites, recommended BMPs, and the priority of each recommended BMPs for each site to the Delta Conservancy Contract Manager. Provide a map (in .pdf format or other format approved by the Delta Conservancy Contract Manager) of each enrolled property including features listed in Task 7. B (i-iv) to the Delta Conservancy Contract Manager.

Task 8. FFF Program Certification

- A. Train certification agency representatives, if needed, on the details of the FFF Program's BMPs, assessment practices of the properties, and certification process. Certification agencies may include the National Marine Fisheries Service, County Agricultural Commissioner, Natural Resource Conservation Service, and Resource Conservation Districts. Submit a Microsoft Excel file that identifies certification agencies, their trained representatives, and their contact information to the Delta Conservancy Contract Manager.
- B. Certify a minimum of fifty percent (50%) of the acres of enrolled properties identified in Task 5.G in coordination with the certification agencies identified in Task 8. A. Collect certification letters from agencies and issue certificates to qualified enrollees and submit copies to the Delta Conservancy Contract Manager.

Task 9. BMP and WQIP Planning and Prioritization

- A. Submit the matrix developed in Task 7. D to the TAC to review and use to provide recommendations on draft Farm Plans and budgets.
- B. Prepare up to twenty (20) draft Farm Plans and associated budgets based upon TAC recommendations from Task 9. A. Submit draft plans and budgets to the TAC, and Delta Conservancy Contract Manager for approval.
- C. Prioritize BMPs and WQIPs for implementation in coordination with the TAC, and in accordance with the budgeted amount for WQIP construction. Prepare a list and map of the prioritized areas for BMPs and WQIPs and submit to the Delta Conservancy Contract Manager.
- D. Develop final plans and budgets, incorporating comments from Task 9. B and prioritization in Task 9. C and submit to the TAC and the Delta Conservancy Contract Manager for approval.
- E. Complete one landowner access agreement per enrolled property that will be implementing one or more BMP and/or WQIP for the list of prioritized areas developed in Task 9. C. Submit copies (in Microsoft Excel or other format approved by the Delta Conservancy Contract Manager) of the Landowner Access Agreements for each property to the Delta Conservancy Contract Manager and retain the originals per the records retention requirements of this Agreement.

- F. Select an appropriately qualified contractor for the construction work and submit a copy of the construction contract to the Delta Conservancy Contract Manager.

Task 10. BMP and WQIP Construction

- A. Implement the BMPs and construct the WQIPs in accordance with the approved final plans and budgets in Task 9. D after obtaining environmental clearance in Task 3. A. iii and the necessary approvals, entitlements, or permits in Task 3. B.
- B. Submit any proposed changes that arise during implementation of the BMPs or construction of the WQIPs that may affect the scope, schedule, or costs to the Delta Conservancy Contract Manager for advance approval.
- C. Submit revisions to site maps developed in Task 7 based on changes identified in Task 10. H and a summary of amendments to approved design plans and specifications that were made during plan implementation, to the Delta Conservancy Contract Manager.
- D. Conduct pre-, during, and post-construction photo documentation and submit to the Delta Conservancy Contract Manager. Photo documentation must be completed per photo monitoring guidance from US EPA, United States Department of Agriculture, or other methodology approved by the Delta Conservancy Contract Manager. Photo guidance may be found at: https://www.epa.gov/sites/production/files/2016-06/documents/chapter_5_may_2016_508.pdf, and http://www.waterboards.ca.gov/water_issues/programs/swamp/docs/cwt/guidance/4214a.pdf.

Task 11. Reports

A. Progress Reports

The Contractor shall submit quarterly progress reports, using a format provided by the Delta Conservancy Contract Manager, within twenty (20) days following the end of the calendar quarter (March, June, September, and December) to the Delta Conservancy Contract Manager. If that date falls on a Saturday, Sunday, or holiday, the report is due the on the next business day. Progress reports shall provide a description of activities that have occurred, milestones achieved, monitoring results (if applicable), and any problems encountered in the performance of the work under this Agreement during the applicable reporting period or anticipated in the future. Reporting shall be required even if no contract-related activities occurred during the reporting period. The Contractor shall document all activities and expenditures in progress reports, including work performed by contractors.

B. Timeliness

The Contractor must provide expeditiously, during the term of this Agreement, any reports, data, information, and deliverables reasonably required by the Delta Conservancy, including but not limited to material necessary or appropriate to fulfill any reporting requirements of the state or federal government.

C. Draft Final Project Report

The Contractor shall prepare and submit to the Delta Conservancy Contract Manager a Draft Final Project Report for review and comment that includes and addresses the following narrative sections and items.

- Description of all monitoring and management practices or management measures implemented, including identification of the stream reach affected by these activities. The report shall be provided in Microsoft Word format. The report must be in a format that precisely identifies management measures locations so that the Delta Conservancy Contract Manager can easily identify the affected stream reach.
- Describe project performance, including benefits, successes and shortcomings, consistent with the PAEP. Enumerate specific quantifiable environmental changes resulting from implementation of BMPs and construction of WQIPs, and results of the project. As applicable, include 1) behavioral results such as the number of management practices implemented, 2) estimates amount of pollutants prevented from reaching surface or ground water, 3) documented changes in water quality based on monitoring, and 4) improved or protected beneficial uses.
- Identify lessons learned in carrying out the project. Describe what worked and what did not work, and how similar efforts could be utilized within the project area, as well as in other watersheds.
- The Contractor shall include a separate analysis of the originally proposed load reductions and the actual amount of pollutants prevented from reaching surface and/or ground water. If the originally proposed load reductions were not achieved, the Contractor shall also identify and discuss all load reduction limiting factors and any possible future solutions. This information shall be included in both the Final Project Report and the Final Project Summary.
- Describe the extent of outreach that has been conducted and if there are plans to further promote the results of the project to achieve additional implementation.
- Describe the project's funding. Include the projected cost and actual cost of the project, how much of the contract funds were spent, and how much funding was put into the project from other sources. Identify funding sources that have been "leveraged" by the project and plans for funding future activities.
- Identify planned or potential follow-up activities, such as any additional steps necessary to achieve the water quality objectives, Total Maximum Daily Loads (TMDL) or local watershed plans.
- Include appropriate photos and graphics.
- A list of items submitted as outlined in the Table of Items for Review.
- Any additional information that is deemed appropriate by the Delta Conservancy Contract Manager.

D. Final Project Report

The Contractor shall prepare a Final Project Report that addresses, to the extent feasible, comments made by the Delta Conservancy Contract Manager on the Draft Final Project Report. Submit to the Delta Conservancy Contractor one (1) reproducible master and an electronic copy (in Microsoft Word format) of the Final Project Report.

E. Final Project Summary

The Contractor shall submit to the Delta Conservancy Contract Manager a summary (in Microsoft Word) of the information contained in the Final Project Report, including before, during, and after photographs, as appropriate and load reduction information specified in Task 11. C.

Task 12. Final Project Inspection and Certification

Upon completion of the Project, the Contractor shall provide for a final inspection by persons or entities with relevant expertise and shall certify that the Project has been completed in accordance with this Agreement, any final plans and specifications submitted to the Delta Conservancy, and any amendments or modifications thereto.

Deliverables and Timeline

Task	Deliverable	Due Date
Task 1. Project Management	Notification of Upcoming Meetings, Workshops, and Trainings	At least 20 Working Days prior to each Meeting
	Detailed Project Schedule	April 30, 2019
	Site Visits	Ongoing
	Photo Documentation	Ongoing
Task 2. General Compliance Requirements/Project Effectiveness and Performance	All HUC-12s for Project Sites	April 30, 2019
	Project Assessment and Evaluation Plan (PAEP)	April 30 2019
	Nonpoint Source Pollution Reduction Project Follow-Up Survey Form	Annually by November 15th
Task 3. Permitting and Environmental Compliance	Draft CEQA/NEPA Documents	November 15, 2020
	Final CEQA Determination	January 15, 2021
	List and Signed Copies of Necessary Approvals, Entitlements, or Permits	As Necessary
Task 4. Technical Advisory Committee (TAC)	List of TAC Members with their Organizational Affiliation and their Roles and Responsibilities	February 15, 2020
	Meeting Agendas and List of Attendees for a minimum of three (3) TAC meetings	Ongoing
Task 5. FFF Program Outreach and Enrollment	List and Map High Priority Outreach Areas	August 15, 2019
	Advertisement	November 15, 2019
	Mailing Lists and Copy of Introductory Letter	November 15, 2019
	List of Enrolled Properties Including Total Acres and Irrigated Acres	January 15, 2022
	Maps for Each Enrolled Property Including Aerial Photography, Topography, and Soil Maps	January 15, 2022
Task 6. FFF Workshops	BMP Workbook and Farm Plan Template	December 16, 2019
	Conduct a minimum of three (3) FFF Workshops	
	Workshop Announcements and a List of Attendees	May 15, 2020 May 14, 2021 December 15, 2022
Task 7. Site Assessments and Farm Plans	Farm Plans (to be maintained at Contractor's office), Matrix of Prioritized BMPs and sites	January 14, 2022
Task 8. FFF Program Certification	List of Certification Agencies and Trained Representatives	May 15, 2020
	Certification Letters and Certificates	January 14, 2022
Task 9. BMP and	Draft Plans and Budgets for BMPs and WQIPs	February 16, 2021

Task	Deliverable	Due Date
WQIP Planning Prioritization	List and Map of Prioritized BMPs and WQIPs	February 16, 2021
	Final Plans and Budgets	April 15, 2021
	Copies of Signed Landowner Access Agreements	April 15, 2021
	Copy of Construction Contract	May 14, 2021
Task 10. BMP and WQIP Construction	Proposed Changes that Arise During Construction	As Necessary
	Site Maps, and Summary of Changes from the Approved Design Plans	February 15, 2022
	Pre-, During, and Post-Construction Photo Documentation	February 15, 2022
Task 11. Reports	Progress Reports Within Twenty (20) Days Following the End of the Calendar Quarter (March, June, September, and December)	Quarterly
	As Needed Reports	As Necessary
	Draft Final Project Report	February 15, 2022
	Final Project Report	March 15, 2022
	Final Project Summary	Before Submittal of Final Invoice
Task 12. Final Project Inspection and Certification	Final Project Inspection and Certification	Before Submittal of Final Invoice